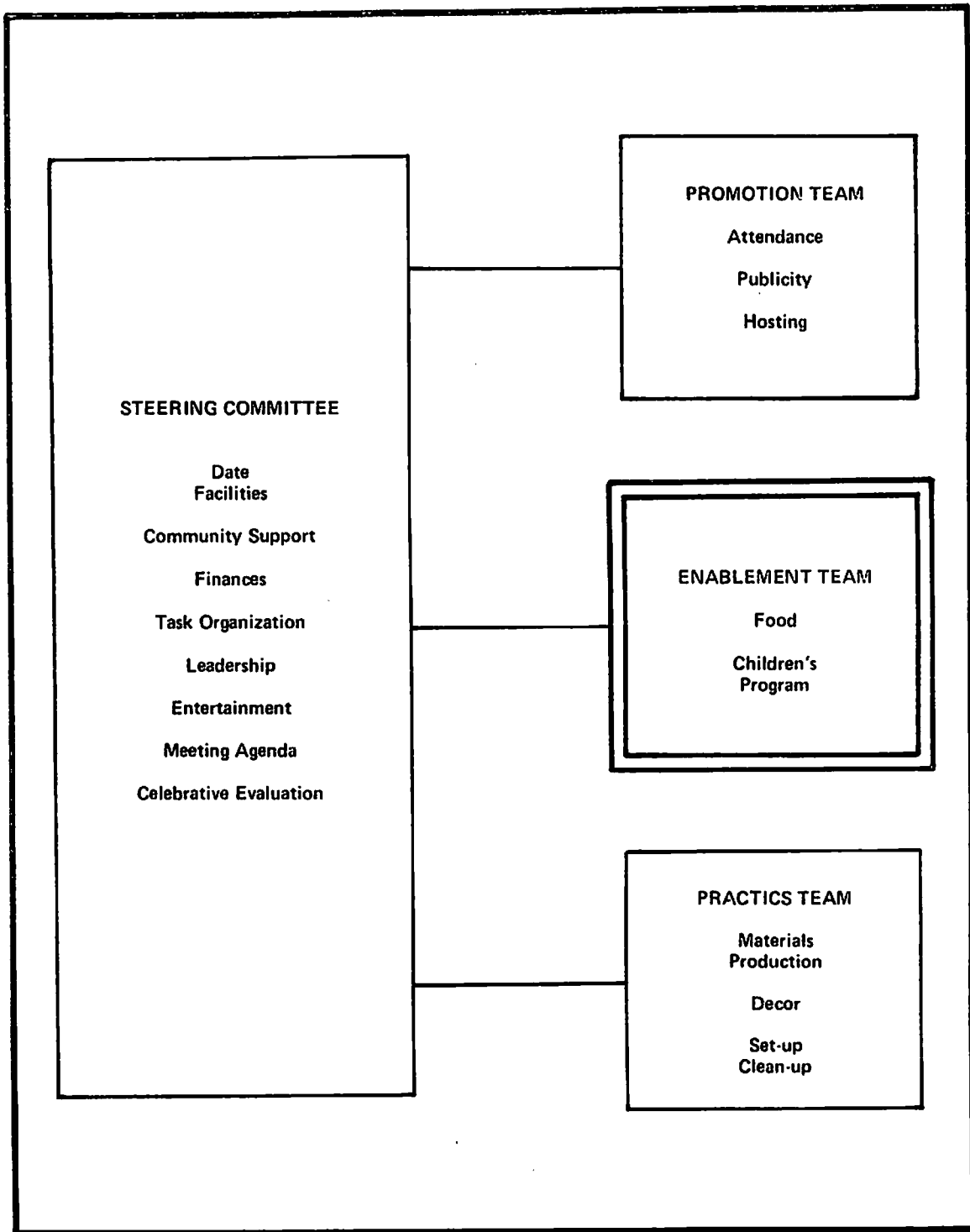


# Enablement Guide



**TOWN MEETING '76** is a program of community involvement developed by The Institute of Cultural Affairs, a world service organization. The ICA conducts training, demonstration and research programs concerned with the human factor in world development. The **TOWN MEETING '76** format has been tested and refined in 47 diverse community settings.

The ICA is a not-for-profit corporation with tax exempt status registered in the State of Illinois.

The ICA has 101 offices around the world, 47 of which are located in the United States. Area centers are located in Bombay, Brussels, Chicago, Hong Kong, Nairobi, and Singapore.

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# PURPOSE

The purpose of the Enablement Team is to provide the supporting services that will allow everyone to relax and participate fully in Town Meeting '76. Both food and childcare are vital parts of the event and must be brought off with as much ease as possible.

## Task 1: FOOD

The food task force is responsible for lunch and morning and afternoon snacks. This involves planning, procuring, preparing and finally serving. The key is an early start and as much of the work done beforehand as possible.

MENU	Plan menus and procure food in advance. (Some communities prefer to cater the lunch.)
FINANCES	Check with the Steering Committee and honor the food budget.
FACILITY	Investigate facility and work out additional equipment needs.
PREPARATION	Prepare as much of the food as possible before Saturday.
STAFF	Select necessary people to aid in service of snacks and lunch.
SERVING	Coordinate service times with M.C. and Children's staff.

## TASK 2: CHILDREN'S PROGRAM

The purpose of the Children's Program is to ensure that the elementary children are cared for throughout the day and that their day is a happy and memorable occasion.

STAFF	Select a staff with an enthusiasm for child care.
CURRICULUM	Brainstorm the possible activities and lay out the day's plan.
FINANCES	Check with the Steering Committee about finances and appropriateness of curriculum.
MATERIALS	List and procure materials in advance. Make all travel and special arrangements.
DAY	Carry out the plan with spirit!

# FOOD SUGGESTIONS

Good food is critical to the success of any festive celebration. The preparation of the serving tables and attractive arrangement of the food will add to the total experience of your Town Meeting. A plan to serve everyone within 10 minutes is necessary.

## IDEAS

Hamburgers  
Sandwiches  
Chicken  
Hot Dogs  
Pizza  
Barbecue  
Pot Luck  
Salads  
Fruit  
Chips  
Relishes  
Cookies  
Pies  
Cakes  
Pop  
Fruit drinks  
Ice Cream  
Coffee  
Iced Tea

## RECOMMENDATIONS

1. Every effort should be made to get all food and supplies donated, to keep costs minimal.
2. Create a list of supplies and needed items for use in preparation and procurement.
3. As much preparation as possible should be handled before hand.
4. Facilities should be checked early to ensure all necessary equipment is on hand.
5. Dress up serving tables and eating areas with colored napkins, placemats, sheets, etc.
6. A coffee table may be maintained throughout the day.

## FOOD SUPPLIES

Coffee, tea  
Cold drinks  
Sugar, cream  
Doughnuts  
Sweet rolls  
Plates  
Hot cups  
Napkins  
Plastic spoons, forks  
Garbage bags  
Dish cloths  
Paper towels  
Hand soap  
Dishwashing supplies  
Serving dishes and utensils  
Coffee makers  
Condiment dispensers  
Placemats

8:00 a.m.	9:00 Morning Session	12:30 Interlude	1:30 Afternoon Session	5:00 p.m.
<p>*Make coffee</p> <p>Prepare to serve snack</p>	<p>Serve coffee and doughnuts</p> <p>Clean up serving area</p> <p>Prepare lunch</p>	<p>Serve lunch buffet style</p>	<p>Clean up serving area</p> <p>Prepare and serve snacks</p> <p>*Keep coffee pot going all day</p>	<p>Final clean up</p>

## SAMPLE TIMELINE

GROUP	TASK	Town Meeting - 7 weeks	Town Meeting - 6 weeks	Town Meeting - 5 weeks	Town Meeting - 4 weeks
STEERING COMMITTEE	DATE AND FACILITY	Set the date List facility possibilities	Secure the facility	Arrange for table and chairs	Check with childcare task force re facility needs
	COMMUNITY SUPPORT	Get support of local officials	Funding blitz	Invite dignitaries	Donation blitz
	FINANCES	Appoint treas. Get P.O. box (See publicity task force)	Build and implement budget	Receive donations and pre-registration fees	
	ORGANIZATION	Plan campaign	Coordinate tasks	Coordinate tasks	Coordinate tasks
	LEADERSHIP			List M.C. prospects List workshop leader prospects	Enlist M.C. Enlist workshop leaders
	ENTERTAINMENT	Investigate entertainment possibilities			Engage performers
	MEETING AGENDA	Hold Steering Committee Meeting	Hold Steering Committee Meeting	Hold Steering Committee Meeting	Hold Steering Committee Meeting
	EVALUATIVE CELEBRATION				
PROMOTION TEAM	ATTENDANCE	Contact large number of community groups	Build chart of groups to track quotas and pre-registrations	Mail invitations Print pre-registration forms	Speaking engagements Distribute pre- registration forms
	PUBLICITY	Arrange for printed materials and stationery	Contact media Set up speaking engagements		Publicity blitz: Radio announcements Posters TV
	HOSTING				Form task force
ENABLEMENT TEAM	FOOD	Make menu	List donation possibilities	Secure donation promises	Arrange for servers
	CHILDREN'S PROGRAM	Secure the facility	Line up the leaders Plan the day	Line up staff training sessions List supplies and food	Line up any special entertainment required
PRACTICES TEAM	MATERIALS PRODUCTION	Create posters Contact A.M. Co. or other duplicating firm	List and plan for needed supplies and equipment	Finalize production equipment	Donation blitz
	DECOR	Create posters	Set up contest	Plan decor scheme	Build decor and Town Meeting banner
	SET UP AND CLEAN UP				

## SAMPLE TIMELINE

Town Meeting - 3 weeks	Town Meeting - 2 weeks	Town Meeting Week	TOWN MEETING DAY	Town Meeting + 1 week
Build floor plan Arrange equipment		Friday night briefing		Return tables and chairs Thank-you letters
Donation blitz (cont)	Recontact special guests	Host dignitaries Friday night briefing	Print and post donation list	Mail documents Thank-you letters
Make \$100 down payment	Receive donations and pre-registration fees	Give check to ICA staff Friday night briefing	Collect registration fees or donations	Receive money Clear accounts
Coordinate tasks	Coordinate tasks	Coordinate tasks	Coordinate tasks	Handle details
Staff training	Staff training	Staff training Friday night briefing	M.C. leads welcoming, interlude and plenary Workshop leaders lead guilds	
	Check on entertainers and equipment	Final confirmation	Coordinate entertainment	Thank-you letters
Hold Steering Committee Meeting	Hold Steering Committee Meeting	Hold Steering Committee Meeting	Hold TOWN MEETING	Hold Steering Committee evaluation meeting
Plan Saturday evening event	Make arrangements	Finalize celebration plan	Saturday night evaluation conversation and celebration	
Publicity Blitz (cont)		Host media (press kits) Friday night briefing	Fill out Statistics Report	
Cont. speaking engagements Receive pre-registrations		Review statistics sheet Friday night briefing	Host Media	
Secure hosts and registrars	Arrange housing for ICA staff	Pick up ICA staff Friday night briefing	Coordinate registration	
Secure donation promises (cont)		Pick up all donations Friday night briefing	Coordinate snacks and lunches	Thank-you letters
	Staff training session	Final planning Assemble supplies Friday night briefing	Coordinate children's program	Thank-you letters
Arrange for production staff	Finalize list of in hand and needed	Pick up supplies and equipment Friday night briefing	Distribute materials Produce document	Return equipment Thank-you letters
Assemble and build decor (cont)		Put decor up in facility Friday night briefing	Maintain decor	Return borrowed decor Thank-you letters
		Set up facility Friday night briefing	Maintain facility Reset facility	